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SECURITY INFORMATION

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*Office Memorandum* • UNITED STATES GOVERNMENT  
CONFIDENTIAL

TO : Assistant Director for Operations

DATE: 10 July 1953

STATSPEC

FROM : Chief, [REDACTED]

SUBJECT: Comment on Personnel Office

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1. The weakest point in the personnel program is the placement function. An operating section is completely dependent on an assigned placement Officer's proficiency in the field of placement and his interest in his assigned operating group. Over the past two years [REDACTED] has been assigned four placement officers. Of these only one consistently applied the techniques of professional placement and realistically referred applicants best suited to each type of position in the Division. This meant that the majority of files that were received for consideration were sufficiently qualified [REDACTED] to request an interview. Other placement officers have appeared to be a medium of routing files, 50% of which are of little or mediocre interest or with surface qualifications. Another observation is that applicant files with the qualifications desired [REDACTED] have not been referred to the Division. Many files which would have been of interest at a critical time of recruiting have been seen long after their initial "shopping". This may be corrected by the reorganization of the Personnel Division into one entity.

2. The Central Processing Section appears to be gaining in experience and efficient organization, but the following observations still seem warranted:

a. Personnel assigned to the section do not seem adequately versed in the myriad ramifications of foreign travel.

b. Scheduled appointments are rarely kept, causing the traveler to waste more time in waiting than is spent in processing.

c. Travel security briefings continue to be handled on a covert basis [REDACTED] personnel and usually include a discussion of cover arrangements for the traveler while in a travel status.

3. [REDACTED] perforce carries the burden of employee records, PER's, career service, Division personnel statistics and the essential and greatest part of personnel relations work. [REDACTED] would not wish to have this completely centralized since it is an integral part of effective Division Management.

4. The following is the list [REDACTED] personnel spending any portion of their time on personnel matters. This is exclusive of time

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